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## SECTION L INSTRUCTIONS, CONDITIONS, AND NOTICES TO OFFERORS

### SECTION L – Instructions, Conditions and Notices to Proposers

#### CLAUSES INCORPORATED BY REFERENCE

REFERENCE	CLAUSE TITLE & DATE
52.203-16	Preventing Personal Conflicts of Interest
252.215-7007	Notice of Intent to Resolicit (JUN 2012)
252.215-7008	Only One Offeror (JUN 2012)

#### **52.215-20 REQUIREMENTS FOR CERTIFIED COST OR PRICING DATA AND DATA OTHER THAN CERTIFIED COST OR PRICING DATA, ALTERNATE IV (OCT 2010)**

(a) Submission of certified cost or pricing data is not required.

(b) Provide data described below:

The proposer shall submit other than cost or pricing data and supporting information prepared in accordance with the Pricing Model provided as Attachment 5 and directions therein.

The proposer shall submit data other than certified cost or pricing data and supporting information prepared in accordance with Attachments 4A and 4B, Prime and Subcontractor Pricing Models, and directions therein (detailed instructions are provided in the Pricing Models). The Pricing Models contain all of the labor categories and hours that the Government has anticipated for use under this effort. Proposers are to complete the Pricing Models with the information outlined below, and this information will be used as a mechanism to evaluate cost for the performance.

*NOTE: Proposers are advised not to make changes to the Pricing Model Format, except for changes required to accommodate individual accounting system requirements. If changes are made to the pricing model, the proposer making any change(s) SHALL indicate changes have been made and detail/explain the accounting requirement necessitating each change.*

#### PART I--COST LABOR INFORMATION:

(1) Current, actual unloaded rates are to be submitted for any “proposed individual.” A “*proposed individual*” is defined as a current employee specifically proposed to perform an estimated number of hours for a labor category. In accordance with the proposer’s disclosed estimating system practices, average unloaded direct labor rates may be submitted for all remaining labor categories/hours, i.e. those labor categories/hours not accounted for under the proposed individual’s data. Do not submit composite rates encompassing more than one labor category. Proposers should include additional elements such as overtime rates/hours, premium time rates/hours, etc. as applicable.

*NOTE: All labor categories shall be escalated for the option years. Proposers shall use an annual labor escalation rate of 2.5% for each option year for the Service Contract Act (SCA) labor categories, which are subject to the applicable wage determinations, for cost realism purposes. For the non-SCA (exempt) labor categories, proposers shall use actuals, if known, or rates based on historical data, standard practice, or those accepted by DCAA for bidding purposes. The narrative to the Business Proposal must include supporting rationale for the escalation rate proposed.*

(2) As discussed in the FAR 52.237-10 “Identification of Uncompensated Overtime” provision, actual hourly rates submitted shall be derived by dividing the proposed individual’s actual annual salary by 2080 hours, which is based on a 40 hour work week. Any uncompensated overtime proposed shall be clearly identified within your cost proposal and will be evaluated in accordance with the FAR 52.237-10 “Identification of Uncompensated Overtime” provision in Section L of this solicitation.

(3) All labor categories to be used in the performance of the proposed contract shall be included in the Pricing Model. All hours required by the solicitation and proposed shall be accounted for in the Pricing Model.

#### **PART II--REQUIREMENT FOR INFORMATION OTHER THAN COST AND PRICING DATA:**

In accordance with FAR 15.403-3(b), the following information as prescribed below is required for the purposes of assisting the Contracting Officer in determining the cost realism of competing proposals. The terms “Cost Realism” and “Information Other Than Cost or Pricing Data” are defined in FAR 2.101.

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(1) DIRECT LABOR – Identify the various labor categories required/intended for use under this contract including the number of labor hours, labor rates and total cost for each labor category proposed for each year of the contract. The labor specified under this category shall only be for the prime contractor’s direct labor and shall not include any subcontracted labor (*see “Subcontracted Labor” below*). **For the SCA categories in Section C, proposers are required to comply with the appropriate SCA occupation code cross-references as set forth in the Section C labor categories.** If this solicitation requires work to be performed at both the contractor and Government sites, then the proposal must include your company policy concerning any stipulations as to when Government site / Contractor site rates are effective.

(1A) TRIPWIRE GUIDANCE Labor Rates - Excessive rates prior to Award: When proposed fully burdened labor rates that are in excess of \$250k/year (\$150.00/hour) in any labor category, the SSC LANT Contract Negotiator and Evaluation Authority shall address these rates with the cost and technical evaluation teams and document analysis of this issue within the Best Value Determination. Excessive rates and rationale for these labor categories should be fully explained in the Cover Letter provided with the proposal. (Note: Rationale only required if more than 500 hours are being proposed in that labor category.)

(2) FRINGE BENEFITS – If applicable and in accordance with your normal accounting procedures, identify the fringe benefit rate(s) and total fringe benefit cost being proposed and identify the cost elements for which the fringe benefit rate is being applied.

(3) OVERHEAD – Identify the current and/or projected overhead rate(s) and total overhead cost being proposed under this solicitation and identify the various cost elements for which overhead is being applied.

(4) SUBCONTRACTED LABOR – Identify, if applicable, any proposed subcontracting labor intended for use under this contract. Identify the labor categories for which subcontracting is being proposed and include the subcontractor’s direct labor rates, number of hours proposed for each labor category, fringe benefits, overhead, G&A, fee, etc., that have been submitted by the subcontractor to the prime contractor for consideration under this contract. **For the SCA categories in Section C, proposers are required to comply with the appropriate SCA occupation code cross-references as set forth in the Section C labor categories.** This information may be submitted by the subcontractor under separate cover directly to the Contracting Officer.

(4A) Subcontractors – All subcontract(s) are required to be approved in accordance with FAR Part 44.201. If a new subcontractor is being proposed on this requirement, the contractor must provide the required documentation. The information provided must clearly support that the proposed subcontract(s) are appropriate for the tasks involved and consistent with current policy and sound business judgment. (See Attachment (5))

(5) OTHER:

A. DIRECT COST – Identify any other direct cost elements being proposed which are not included above but are applicable to your cost proposal (e.g., royalties, Special Tooling, Material, Travel, Computer Usage, etc.). *Refer to Clause L-329 Other Direct Costs paragraph (g).* Include the basis for the proposed amount. The decision as to whether costs are handled as direct or indirect costs rests with the proposer, but shall be consistent with the proposer’s approved cost accounting practices as disclosed in the Proposer’s Disclosure Statement, or consistent with the Proposer’s established accounting practices if the Proposer is not required to submit a Disclosure Statement.

B. INDIRECT COST – Identify any other indirect cost element (e.g., Facilities Capital Cost of Money) being proposed which has not been included above and identify the various cost elements for which the rate is applied. Advise if the rates proposed are in accordance with any Forward Pricing Rate Agreements and period of the agreement.

(6) GENERAL AND ADMINISTRATIVE EXPENSE – Identify the General and Administrative Expense (G&A) rate(s) and the total G&A cost proposed and identify the various cost elements for which the G&A is being applied.

(7) FEE – Identify the fee rate, total amount proposed, and the cost elements on which the fee is applied. Refer to **Clause 5252.216-9205 (VAR), Fee Determination and Payment (Indefinite Delivery Type Contract) Variation.** The cost breakdown shall indicate the proposer’s total estimated proposed price for each year and the cumulative proposed price for all years. Any information submitted must support the cost proposed. Include sufficient detail or cross references to clearly establish the relationship of the information provided to the cost proposed. Support any information provided by explanations or supporting rationale, as needed to permit the Contracting Officer and authorized representatives to evaluate the documentation. The proposer is to identify its cognizant Defense Contract Audit Agency (DCAA) and Defense Contract Management Agency (DCMA) Offices providing the following for each cognizant office:

- (a) Point of Contact Name,
- (b) Address,

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- (c) Telephone Number,
- (d) FAX Number, and
- (e) E-mail address

## **L-317 VAR1 SUBMISSION OF PROPOSALS (VARIATION)**

### **(a) Proposal Organization**

Proposals shall be submitted in two volumes, one volume containing the “Other Factors” proposal, and the second volume containing the “Cost Proposal.”

### **(b) Proposal Format**

In addition to all other requirements of this solicitation, each proposer shall demonstrate its capability by means of a detailed “Other Factors” proposal in each of the areas indicated in Sections L and M of the solicitation. This information shall be presented in the form of a written proposal as outlined below.

Proposals submitted for consideration for award must address the full scope of requirements as set forth in Sections L and M of the solicitation. Proposals which fail to address the stated requirements will be considered unacceptable.

The proposer shall submit its proposal in the following format:

<b>Volume I</b>	<b>Cover letter should address</b>	<b>Electronic File Name</b>	<b>Electronic Submission</b>	<b>FORMAT</b>
Signed and Dated Cover Letter	-Summary of documents submitted in response to proposal  -Any assumptions or clarifications for the proposal	CovLetter	2 pages maximum:  Attn: <a href="mailto:Vernon.pryor@navy.mil">Vernon.pryor@navy.mil</a>  Proposal shall remain valid for 180 days from RFP close.	Acrobat (.pdf) or MS Word format
<b>Volume I</b>	<b>Other Factors</b>	<b>Electronic File Name</b>	<b>Electronic Submission</b>	<b>FORMAT</b>
FACTOR A	Technical Capability	TechCap	Technical Capability Introduction ( <i>1 page</i> )  Reference Information Sheet (Attachment 3) -Summary Data (Attachment <u>3A</u> ) ( <i>2 pages</i> ) -Contract Specific Data (Attachment <u>3B</u> ), (2 pages per contract reference), <b>(Limit 8 pages for Technical Factor A.)</b>	Acrobat (.pdf) or MS Word format

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Volume II	Business Proposal	Electronic File Name	Electronic Submission	NOTE: <i>Failure to submit complete</i> FORMAT
FACTOR B	Cost/Price Proposal	Cost Proposal	Cover Letter and Business Proposal Narrative to include:  (1) Cost Narrative (2) Team Summary Chart (Proposed Team Members)  Signed/Completed Solicitation/RFP and Amendments  Section B Schedule of Supplies or Services  Prime Contractor Pricing Model, Attachment 4A  Subcontractor Pricing Model (if applicable) Attachment 4B  Subcontractor Checklist (if adding a new subcontractor), Attachment 5  Conflict of Interest Certification and Disclosure Statement, Attachment 6	Acrobat (.pdf) or MS Word format [Cover Letter/ Business Narrative]  MS Excel Spreadsheet; .xls format [Pricing Model(s)]
All excel files shall be a functional spreadsheet with formulas, NOT a read-only spreadsheet. Original PDF files shall be searchable.				

*information in the manner above may be considered a “no response” and may result in the exclusion of the proposal from further consideration.*

**(c) General Information**

Technical and Price/Cost proposals shall be separate documents and consist of the following:

NOTE: The technical proposals must not contain any reference to cost information.

The Government intends to evaluate proposals in accordance with 5252.216-9217 DELIVERY/TASK ORDER PROCEDURES (AUG 2011) ALT III of the basic MAC. The government intends to award a Task Order based on initial proposals. Therefore, the Proposer’s initial proposal should contain the Proposer’s best terms from a cost/price and technical standpoint. However, in accordance with clause 5252.216-9217 DELIVERY/TASK ORDER PROCEDURES (AUG 2011) ALT III of the basic MAC, the Government may contact any or all of proposers with questions concerning their responses as permitted under FAR Part 16.

**(d) Proposal Content**

A concise and comprehensive proposal is desired. Organization, clarity, accuracy of information, relevance, and

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completeness are of prime importance. Statements such as “will comply” or “noted and understood” without supporting narrative to define compliance are not acceptable. cursory responses or responses which merely reiterate or reformulate solicitation language will not be considered as satisfying the requirements of the RFP or as demonstrating the ability to perform. Elaborate brochures or other presentations beyond that sufficient to present a complete and effective proposal are not desired. Elaborate artwork and expensive visual or other presentation aids are not necessary.

## TECHNICAL PROPOSAL CONTENT (VOLUME I)

The Technical Proposal shall consist of the information specified for each evaluation factor and subfactor listed below. No cost or pricing information shall be included in the Technical Proposal.

### FACTOR A– TECHNICAL CAPABILITY

The proposer’s team (prime and subcontractors) shall submit the information below pertaining to relevant Technical Capability, based on a proposer’s Corporate Experience, using the Reference Information Sheets provided as Attachments 3A and 3B. Proposers are to address all Sub-factors listed on Attachment 3B, Reference Information Sheet-Contract Specific Data. Proposers shall submit data on current contracts performed by the proposer and its proposed subcontractors (if applicable) for efforts similar and relevant to the requirements of this Request for Proposal. Current is defined as a contract/task order performed within the last three (3) years. Relevant is defined as a contract and/or task order with similar scope and magnitude to the requirements of this Request for Proposal. The more relevant and similar the referenced work performed is to the requirements, the more valuable the experience is to the Government. This data shall be submitted for at least one, but no more than a total of five, of the most current and relevant contracts and/or task orders for the team (prime and subcontractors). At least one contract reference must be submitted by the prime contractor. (Note: Orders under the same IDIQ or GWAC contract may be combined and submitted as one reference.)

If you do not have relevant Federal Government contracts, then provide data on state and local government or commercial contracts, in that order, to complete this report.

Technical Capability reference data (and associated past performance information) is limited to companies that are expected to perform this contract effort, i.e., included in the technical and cost/price proposal data submission with assigned labor category hours and teaming agreements. Technical Capability reference data for any company, division, subsidiary, etc., that is not included in the technical and cost/price proposal for this contract effort will not be considered. Proposers are reminded that in accordance with the requirements for the Business Proposal content, written teaming agreements covering other proposed companies, divisions, subsidiaries, etc. of the prime or significant subcontractor(s) must be provided. The **prime contractor** is considered to be the organization that signs and submits the proposal. The Government must be ensured that the prime contractor will be the organization performing the work. CAUTION: It is important to this evaluation that the contract reference(s) submitted represent the technical capability/experience of the same company(s) proposed to perform this effort. Therefore, the government will be comparing the company name(s) cited on the submitted contract reference(s) against the company name(s) cited in the technical and cost/price proposals. In cases where there is any variance between the actual company name(s) cited on the submitted contract reference(s) and the company name(s) identified in the technical and cost/price proposals, the prime contractor MUST provide rationale that clearly identifies the correlation and/or association of the company(s). This rationale is to be provided in the Business Proposal submission. The government will review the rationale and determine if clear correlation and/or association can be made between the company name(s) cited on the submitted contract reference(s) and the technical and cost/price proposals. In cases where such clear correlation and/or association cannot be made, the contract reference(s) will not be considered.

Proposer shall provide a Technical Capability Introduction as part of Factor A. This section is a brief narrative of all the contract references submitted. Proposers may outline and describe the value of their proposed experience and address any benefits they may provide to the Government. If a prime utilizes subcontractor(s) contract references to demonstrate capabilities, the prime should address how the work will be dispersed amongst the prime and these significant subcontractor(s). This overview and all information considered significant should be substantiated within the specific contract reference write-up (Attachment 3B). No more than one page shall be utilized for this information.

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Customer and Technology/Project/Systems Areas:

For the subfactors below the proposer shall identify work performed as identified in the PWS paragraph 6.2 and in the technology/project/systems areas as identified in the PWS paragraph 6.1.

If proposers provide experience not specifically supporting the customers and/or systems/programs and technology areas identified above, proposers shall provide an explanation as to why the experience is relevant.

## FACTOR A - TECHNICAL CAPABILITY

Proposers shall demonstrate experience by addressing the following seven (7) **ELEMENTS** found in specified paragraphs of the Performance Work Statement (PWS):

- A1.** Perform installation, configuration, testing, and troubleshooting for LAN, SAN, WAN, and network security protocols, technologies, and solutions. (PWS Paragraph 6.1.2).
- A2.** Perform installation, configuration, testing, and troubleshooting for storage protocols, technologies, and solutions. (PWS Paragraph 6.1.4).
- A3.** Perform installation, configuration, testing, and troubleshooting for server protocols, technologies, and solutions. (PWS Paragraph 6.1.6)
- A4.** Perform system software updates, administration, monitoring, maintenance, IAVM patching, STIG implementation, auditing and logging, and reporting on the following equipment/software: (PWS Para 6.1.5) EMC VNX 7500, EMC CLARiiON CX480, EMC Avamar 7.x, EMC Data Domain DD-890, EMC RecoverPoint 4.x, EMC PowerPath, NetApp FAS, VMware SRM 5.x, and VMware View; (PWS Para 6.1.7) Cisco UCS 5100 Blade Chassis with B-series Blade Servers, Dell PowerEdge M1000e Blade Chassis with M610, M620, M630 Blade Servers, HP DL360 and DL380, Oracle Sun 6000 Blade Chassis with T4 Blade Servers, Oracle Sun M5000 SPARC servers, Cisco UCSM 2.1 and 2.2, VMware vSphere 5.0, 5.1, and 5.5, Citrix XenServer, Citrix XenApp, Solaris 10 and 11, RHEL 6.x, Windows 2003 and 2008 servers as well as Oracle 10g/11g and RAC, and MS SQL Server databases; (PWS Para 6.1.9) SFTP, Web Proxy, DNS, Windows Server Update Services (WSUS), YUM, Host Based Security System (HBSS), OCSP Server and software, NTP, Directory Services, SMTP Relay, SCCVIACAS, Syslog, SLB (Server Load Balancing), VMware vCenter 5.1 and 5.5, VMware OPs, Cisco ASDM, SolarWinds, Splunk, and Cisco UCSM 2.1 and 2.2. (PWS Paragraphs 6.1.5, 6.1.7, and 6.1.9).
- A5.** Planning and management of power plant, electrical systems, and mechanical systems, infrastructure equipment and software including but not limited to power management systems, A/C capacity and monitoring systems, floor plan, rack, patch panels, fire suppression systems, and structured cabling plant. (PWS Paragraph 6.1.10)
- A6.** Planning, architectural, analysis, design, engineering, testing, documentation, and integration activities necessary for developing and implementing WAN solutions, LAN, SAN, network security solutions and services, implementing multi-vendor block I/O and file-based storage solutions for disk storage and tape storage, disaster recovery, capacity planning, performance monitoring, performance tuning, virtualization, and management in a heterogeneous operating environment. (PWS Paragraphs 6.2.1, 6.2.5, and 6.2.7).
- A7.** Information Assurance (IA) and Certification & Accreditation (C&A) activities necessary to maintain the accreditation and security posture. (PWS Paragraph 6.2.11).



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## FACTOR B: COST/PRICE PROPOSAL

The proposer's Cost Proposal shall consist of the following:

- (1) Cover Letter and Business Proposal Narrative to include:
- (2) Cost Narrative
- (3) Team Summary Chart (Proposed Team Members, Business Size, General Description of Planned Tasking)
- (4) Signed and completed Solicitation/RFP and Amendments (if applicable);
- (5) Prices required by Section B;
- (6) Pricing Model for primes and all subcontractors (electronic spreadsheet in accordance with Attachments 5A and 5B) with an explanation of the Cost Proposal as outlined in Alternate IV to the FAR 52.215-20 "Requirements for Certified Cost or Pricing Data and Data Other Than Certified Cost or Pricing Data" provision. The explanatory information is to be included in the introductory narrative to the Business Proposal. Also include any data required by FAR 52.215-1(c)(2), "Information to Proposers-Competitive Acquisition." Pricing Model is also to include Professional Employee Compensation Plan data and a statement of the proposer's policy regarding Uncompensated Overtime (if any) Ref FAR 52.237-10.

The Government's suggested labor hours and categories are contained in the Attached Pricing Model. If the proposal contains different labor categories/hours as described in the Attached Pricing Model, it is required that the contractor highlights the changes and provide information to describe their labor categories/hours approach.

### L-328 ESTIMATED LABOR HOURS

The quantities of labor hours for each labor category shown in the Pricing Model, Attachment 5A, which are to be used by the Proposer for computing total labor costs, represent the Government's current best estimate of requirements. However, the Government can guarantee neither the estimated quantities of labor hours shown for individual labor categories nor the total labor hours. It is recognized that some of the Labor Category titles used in the solicitation may not exactly match the titles normally used in a particular company operation. Accordingly, in order to permit a rapid comparison, each proposal must provide the following:

- (1) Pricing Model, including labor rates and labor categories (established in the basic contract);
- (2) A statement of any additional labor categories, estimated hours and related qualifications for labor cost that will be a direct cost based on the proposer's accounting procedures (e.g. management and administrative labor costs.) The proposer's failure to identify or cost such additional labor categories shall result in those labor categories being deemed as mutually agreed upon unallowable costs pursuant to the provisions of FAR 31.201-6(a).

### L-329 OTHER DIRECT COST

a. The Government's best estimate of Other Direct Cost (ODC) items is set forth in the Pricing Model, Attachment 5A. Within the Pricing Model, the Government will identify anticipated materials inclusive of quantities. The Government will also identify the anticipated travel requirements and estimated travel costs associated with the performance of the work. The Government cannot guarantee either the amount for each category or the total estimated amount. Additionally, these amounts do not include any provision for G&A expense or other loading factors.

**These ODCs are to be used only to support miscellaneous subcontracting, material, and travel associated with a specific task order. These ODCs are not to be used to cover general contract support charges (e.g., facilities, general office equipment and supplies, cell phones, additional management costs, etc.).**

b. Proposers shall use the estimated travel amount in the preparation of their cost proposals, except as stated in paragraph (c) below.

c. If the proposer has reason to believe that the amounts estimated by the Government are understated, the proposer shall notify the Contracting Officer in writing **prior to the closing of the question and answer period**. The proposer shall provide a revised estimate and a detailed basis for the revision(s). If the Government finds the rationale to be sound/compelling, the Government will amend the solicitation accordingly. The same is true if the proposer believes the amount is overstated. If the Government finds that the estimated amount is valid, then the proposer shall use the provided estimated amount in their proposal.

d. If, based upon the proposer's accounting system or disclosure statement, the proposer believes the amounts estimated by the Government are overstated (e.g., an item is included as an element of an indirect expense pool), the proposer may reduce the amount(s). If such a reduction is made, the proposer as part of the initial cost proposal shall provide a detailed explanation/justification to substantiate the reduction. The Government reserves the right to

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discount any assessment if the basis for the reduction is deemed to be unrealistic or inadequate.

e. Failure of other direct cost categories/amounts, either as stated herein or proposed, to materialize during actual contract performance, shall not constitute a constructive change to or breach of the contract and shall not form the basis for any adjustment to fee whether pursuant to the changes clause or otherwise.

f. Similarly, the fact that the ODCs in excess of those estimated or proposed are incurred, shall not form the basis for any fee adjustment, whether pursuant to the changes clause or otherwise.

g. Consistent with Provision 52.215-20, Part II (5)A, the proposer shall identify and propose cost for additional elements of direct cost (i.e. computer usage, reproduction cost, etc.) to be incurred during the performance of the proposed contract consistent with the proposer's Disclosure Statement or the proposer's established accounting practices (if not required to submit a Disclosure Statement). The proposer's failure to identify and cost such additional cost elements shall result in those cost elements being deemed as mutually agreed upon unallowable cost pursuant to the provisions of FAR 31.201-6(a).

#### **L-335 ESTIMATED EFFECTIVE AWARD DATE**

For Proposal purposes the estimated effective date of task order award is **SEPTEMBER 2014**.

#### **L-339 NOTICE OF ORGANIZATIONAL CONFLICT OF INTEREST (DEC 1999)**

(a) The Proposer's attention is directed to FAR Subpart 9.5 as the basic contract contains a clause in **Section H** relating to organizational conflicts of interest and is applicable to this solicitation.

(b), Prospective Proposers are required to furnish with their proposals information that may have a bearing on any existing or potential conflict of interest.

*Note: **Attachment 6** Organizational Conflict of Interest Instructions and Certification and Disclosure Statement must be completed and included as part of the proposal submission. Failure to complete and include this form in the proposal submission may result in the Proposer being determined ineligible for award. Moreover, the omission or misrepresentation of any OCI pertaining to this procurement shall also result in the disqualification of the Proposer for award.*

#### **L-349 SUBMISSION OF ELECTRONIC PROPOSALS (MAR 2001) – ALTERNATE I (MAR 2002)**

(a) Proposers (prime and all subcontractors) shall submit their proposals electronically to SPAWAR Systems Center Atlantic under the instructions contained in this provision. Proposals (including "no bids") **are due no later than 05 SEPTEMBER 2014 @ 1400**. Prime contractors SHALL UPLOAD THEIR PROPOSAL VIA THE SEAPORT-O PORTAL, AND THE PROPOSAL MUST BE RECEIVED IN SEAPORT-O BY SAID DATE AND TIME. Proposals will be considered "late" unless the proposer COMPLETELY uploads the proposal to the SEAPORT-O portal prior to the closing date and time for receipt of proposals under this solicitation.

Subcontractors shall submit their unsanitized proposal directly to the Contracting Officer's email address at [vernon.pryor@navy.mil](mailto:vernon.pryor@navy.mil). Subcontractors shall send a sanitized proposal directly to the Prime. The Prime shall use the information in the subcontractor's sanitized proposal to include in the Prime's pricing model. The Prime shall not include a copy of the subcontractor's sanitized proposal in their proposal submission. At the time subcontractors submit their proposal electronically, they shall state the following in their email submission:

Subject: (Insert Subcontractor Name) Proposal Submission

In the body of the email the subcontractor shall state:



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“(Insert Subcontractor name)” is please to submit this proposal as a subcontractor for “(Insert Prime contractor name)” for solicitation (enter title of the solicitation).”

(b) Each electronic file shall be clearly named in accordance with solicitation provision L-317. Electronic proposals shall not contain classified data. The proposer’s electronic proposal shall be in accordance with the requirements set forth below:

- In order to facilitate transmission, it is recommended that proposal submission files be compressed (zipped) into one, ZIP file entitled “PROPOSAL.PIZ” using WinZip version 6.3 or greater.
- SPAWAR Atlantic’s email systems will not accept a .ZIP file, so zipped files must be named with a .PIZ in lieu of .ZIP

(c) No paper submission will be accepted for this solicitation. Proposals submitted electronically will be considered late unless the proposer completes the entire transmission of the proposal prior to the closing date and time for receipt of proposals under this solicitation.

(d) The period for questions regarding this request for proposals is **25 AUGUST 2014 @ 1400** and shall be addressed only to the individual mentioned in paragraph (a) above and submitted via the Seaport-e portal. Questions received after the allotted period will not be answered.

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## SECTION M EVALUATION FACTORS FOR AWARD

### SECTION M: Evaluation Factors for Award

#### 52.217-5 EVALUATION OF OPTIONS (JUL 1990) (Variation)

The Government will evaluate proposals for award purposes by adding the total price for all options to the total price for the basic requirement. Evaluation of options will not obligate the Government to exercise the option(s).

#### M-307 EVALUATION CRITERIA AND BASIS OF AWARD (BEST VALUE) (VARIATION)

It is the intention of the Government to award one task order as a result of this solicitation in accordance with FAR 16.505. Attention is directed to contract clause 5252.216-9217 (ALT III) of the basic contract. The award will be made to the proposer whose proposal is most advantageous to the Government under the selection criteria set forth in this Section M.

The Government intends to evaluate proposals and award a task order upon initial proposals. Therefore, the proposer's initial proposal shall contain the proposer's best terms from a cost or price and technical standpoint. However, in accordance with clause 5252.216-9217 (ALT III) of the contract, the Government may contact any or all or a limited number of awardees with questions concerning their responses as permitted under FAR Part 16.

(a) The task order resulting from this solicitation will be awarded to the proposer whose proposal, conforming to the solicitation requirements, is determined to provide the best value to the Government. The best value determination will be based on the merits of the proposal and the proposer's capability. The best value may not necessarily be the proposal offering the lowest cost, nor receiving the highest technical rating. As specified in the FAR 52.215-1 "Instructions to Proposers" Competitive Acquisition provision, the Government intends to evaluate proposals and award a contract/order without discussions. A proposal must be acceptable for the proposer to be eligible for award. PROPOSALS THAT DO NOT CONFORM TO THE REQUIREMENTS STATED HEREIN MAY BE DETERMINED UNACCEPTABLE AND MAY BE REJECTED WITHOUT FURTHER EVALUATION.

(b) Proposals will be rated on the evaluation factors/sub-factors listed below. **Evaluation Factors (other than cost) are significantly more important than COST.** However, cost is an important factor and should be considered when preparing proposals. While evaluation factors (other than price) are **more important than cost**, the importance of cost as an evaluation factor increases with the degree of technical equality of the proposals. Accordingly, when proposers are considered essentially equal in terms of technical capability, cost may become the determining factor for award. The Government reserves the right to award to a lower cost proposer when the proposals are considered essentially equal in terms of technical capability, or when specific strengths and/or benefits associated with a technically superior proposal do not support the payment of any associated cost or price premium. In summary, cost/technical capability tradeoffs will be made.

(c) The proposer's proposal shall be in the format prescribed by, and shall contain a response to, each of the areas identified in Section L. The order of relative importance for the evaluation factors is established as follows:

(1) **Factor A (Technical Capability) is significantly more important than Factor B (COST).**

*NOTE: A proposal that receives a rating of "Unacceptable" in any **non-cost factor or subfactor** will result in the entire proposal being determined "Unacceptable" and ineligible for award.*

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## FACTOR A: TECHNICAL CAPABILITY

The Government will evaluate each proposer's (prime and significant subcontractors) technical capability, based on corporate experience. The evaluation will be an assessment of the proposer's technical capability and experience performing **NEDC Sustainment and Engineering Support** within areas of similar nature, scope, complexity, difficulty and magnitude to that which must be performed under the prospective tasking contemplated by this solicitation. The objective of the evaluation is to make an evaluation/selection decision based on the following criteria:

1. depth of experience (the frequency in which a proposer has completed same or similar tasks across the range of tasks within the element);
2. breadth and variation of experience (the multiplicity or variety of programs and/or projects a proposer has completed same or similar tasks and the range of tasks within the element), with Government experience being most important;
3. complexity of same or similar experience (the degree of difficulty proportional to the same or similar tasks in the context of the Element that the proposer has completed).

Technology areas related to either the customers and/or projects/technology areas identified in PWS paragraph 6.1 and 6.2 are considered most relevant. For experience not specifically supporting these identified customers or projects, the value of the experience will be determined by the similarity to the customers and/or systems/projects identified in the PWS, and the depth, breadth and complexity of the tasks performed. The Factors/Sub-factors identified in Section L of the RFP will be evaluated.

The Government's evaluation will be based primarily on the information provided by the proposer and submitted with its proposal (see Section L of the request for proposal for instructions about the preparation of information). Each element within each factor/sub-factor will be evaluated based on the three criteria listed above. The factor/sub-factor adjectival rating will be an overall assessment of strengths, weaknesses, deficiencies, and risks for the entire factor/sub-factor. The Government will evaluate the work performed for each reference for similarity and relevance to the work required under the contemplated contract. Rating for Technical Capability is determined by an offeror's experience being similar to the element requirements in depth, breadth, and complexity. The more similar and complex an offeror's experience is considered important to the government. All seven (7) elements are equally important. Any element lacking notable experience is considered a weakness. Multiple weaknesses can be considered a significant weakness. The Government reserves the right to consider information other than that included on the proposer-prepared forms. Proposers (prime and subcontractors) shall provide reference information only for Technical Capability that is current and relevant as defined in Section L. The proposer will be credited with only those contract references that the Government determines to be current and relevant.

The proposer will be credited with its proposed subcontractor's experience only to the extent its subcontractor's experience relates to the work that the subcontractor will perform. The Government's evaluation of subcontractor's experience will be based primarily on the information on the forms that are completed for each subcontractor and submitted with the proposer's proposal (see Section L about preparation of those forms for subcontractors).

The Technical Capability reference data (and associated past performance information) is limited to companies that are expected to perform this contract effort, i.e., included in the technical and cost/price proposal data submission with assigned labor category hours and teaming agreements. Technical Capability reference data for any company, division, subsidiary, etc., that is not included in the technical and cost/price proposal for this contract effort will not be considered.

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## BUSINESS PROPOSAL (VOLUME II)

## FACTOR B: COST PROPOSAL

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Evaluation of a proposer's proposal shall be based on the information presented in the proposal and information available to the Contracting Office from sources deemed appropriate. Sources typically considered include Defense Contract Audit Agency office, Defense Contract Management Agency, other contracts with the same firms for similar items or services, known commercial sources such as Global Insight Inc. (formally Data Resources, Inc.), Standard and Poor, etc. Proposals which are unrealistic in terms of technical or schedule commitments, or unrealistically high or low in terms of cost, may be deemed reflective of an inherent lack of technical competence, or indicative of a failure to comprehend the complexity of risks of the proposed work and may be grounds for rejection of the proposal. The quality of organization and attention to detail reflected in the business proposal will be considered to be an indication of the quality of organization and level of capability during contract performance. Subjective judgment on the part of the government evaluators is implicit in the entire process.

(a) *Proposals will be evaluated for price reasonableness.* Cost/Price evaluation will be based on the total cost proposed for all lots. Each lot consists of the total cost for material, labor, overhead, general and administrative expenses, miscellaneous subcontracting, travel/per diem, contract data and any miscellaneous cost items. Labor will be evaluated by multiplying the labor rate times the estimated annual hours as set forth in the Pricing Model, Attachments 5A and 5B. The other direct cost, i.e., miscellaneous subcontracting, travel/per diem, material, etc. will be evaluated by ADDING the proposed loading factors such as G&A, material handling, etc., to the Government's estimates specified in the Pricing Model, Attachments 5A and 5B. Contract Data is "Not Separately Priced."

(b) *Cost Realism.* The Cost Proposal will be evaluated on the overall cost realism exhibited. Cost Realism pertains to the proposer's ability to project costs which are reasonable and which indicate the proposer's understanding of the nature and scope of the work to be performed. The purpose of this evaluation shall be:

- (1) to verify the proposer's understanding of the requirements;
- (2) to assess the degree to which the cost/price reflects the approaches and/or risk assessments made in the technical proposal as well as the risk that the proposer will provide the supplies or services for the proposed prices/cost; and
- (3) to assess the degree to which the costs included in the cost/price proposal accurately represent the work efforts included in the proposal, and/or other cost-related information available to the Contracting Officer.

Proposed costs may be adjusted, for purposes of evaluation, based on the results of the cost realism evaluation. In addition to easily identifiable cost adjustments, unrealistic cost proposals may result in a re-evaluation and concurrent rescoring of technical proposals. Such re-evaluation based on the cost realism analysis could negatively impact the technical rating and ranking of the proposal.

*NOTE: The Government reserves the right to make award based upon the cost realism amount.*

(c) *Uncompensated Overtime Evaluation.* The use of uncompensated overtime, as defined in the FAR 52.237-10, is discouraged by the Government. Based upon our assessment of the technical services required herein, it is unrealistic to expect long-term employees to continually work in excess of the industry norm of 40 hours per week. Therefore, the use of uncompensated overtime in this acquisition represents a risk to the Government.

#### **OTHER REQUIREMENTS:**

All proposals are subject to the following limitations:

**Labor Categories:** Please do not include any labor categories not contained in the Basic Contract without obtaining prior approval from the Ordering Officer. Doing so may render your proposal to be deemed non-responsive.

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The proposer shall provide a proposal. This will be a type task order unless the proposer can provide sufficient rationale otherwise, and the Ordering Officer and COR agree with that justification.

The Government anticipates the following based on one (1) twelve (12) month base year period, and two (2) twelve (12) month option periods.

Base Year:

Cost proposal based on 83,670 hours inclusive of OT.

Option Year 1:

Cost proposal based on 105,670 hours inclusive of OT.

Option Year 2:

Cost proposal based on 127,670 hours inclusive of OT.

**END OF SECTION M**

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